

**Massachusetts Emergency Management Agency
Technical Assistance Guide
for
Emergency Management Performance Grant (EMPG), Citizen Corps Program (CCP), and Hazardous Materials
Emergency Preparedness (HMEP) Sub-Recipients**

December 2018

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Technical Assistance Guide Purpose

As part of MEMA's grant outreach efforts, this Technical Assistance Guide has been designed to provide MEMA's EMPG, CCP, and HMEP sub-recipients¹ with guidance and information needed to apply for grant funding and manage the resulting grant-funded contracts. While much of this Guide's content is specific to the EMPG, CCP, and HMEP grant programs, the concepts may be applied towards other grant programs.

Through this Guide, our goal is to help you achieve your grant goals as quickly and easily as possible. This Guide provides information that will help you:

- improve your grants management knowledge and practices;
- identify and resolve 'grant-related' challenges;
- improve the grants process and experience; and
- enhance your emergency management department.

Our Partnership and Roles

These grant funds help make our communities safer. MEMA is responsible for providing related information, guidance, and support to its sub-recipients. The sub-recipient is responsible for developing a clear and complete application and managing its contract per the related grant and contract requirements.

Grants management takes work and MEMA is available to assist as needed. It is recommended to involve others in your community throughout this process that can assist you (e.g., Municipal Fiscal and/or Procurement staff).

¹ Sub-recipient means a non-Federal entity that receives a sub-award from a pass-through entity (in this instance, MEMA) to carry out part of a Federal program

The Grant Programs

Before conducting its sub-grant programs, MEMA must submit an application to its grantor. Pending the availability of funds, MEMA can then provide sub-grants.

Emergency Management Performance Grant (EMPG): these are U.S. DHS/FEMA grant funds provided to MEMA every year. The EMPG provides funds to assist local and tribal governments with emergency management departments in preparing for all hazards and to obtain the resources required to support FEMA's [National Preparedness Goal's](#) Mission Areas and Core Capabilities.

- Eligible Entities: MEMA sub-grants a portion of these funds to Communities/Tribes with emergency management departments.
- Award Amounts: Currently, MEMA uses a population-based (U.S. Census) funding formula to determine award amounts; current award amounts range from \$2,220 - \$69,975.
- Allowable Cost Categories: In general, funds may be used to support local and/or regional emergency management activities in the following cost categories: Planning, Organizational (all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management), Equipment, Training, and Exercises.
- Application Period: Typically, MEMA begins the sub-grant application period in August.
- Period of Performance: While this varies, most sub-recipients have ten (10) months to complete their grant-funded projects. Extensions to this period of performance may be provided at the discretion of MEMA and upon request.
- Federal Grant Guidance: FEMA's EMPG Guidance may be found on its website here: <https://www.fema.gov/emergency-management-performance-grant-program>

Citizen Corps Program (CCP): these are U.S. DHS/FEMA State Homeland Security Program (SHSP) funds that MEMA receives through the Massachusetts Executive Office of Public Safety and Security. The CCP grant provides funds to assist local and regional CERT and VIPS groups prepare for all hazards and enhance their organizations and delivery of services.

- Eligible entities: MEMA conducts a competitive grant program to sub-grant these funds to Local Community Emergency Response Teams (CERT) and Volunteers in Police Service (VIPS) organizations who have a primary responsibility of providing support at the community (municipal or regional) level.
- Award Amounts: Currently, MEMA uses a competitive grant program to determine sub-recipients; current award amounts range from \$2,500 - \$5,000.
- Allowable Cost Categories: Funds may be used to support local and/or regional activities in the following cost categories: Planning; Organizational; Equipment; Training; and Exercises.
- Application Period: Typically, MEMA begins the sub-grant application period in March.
- Period of Performance: While this varies, most sub-recipients have ten (10) months to complete their grant-funded projects. Brief extensions to this period of performance may be provided at the discretion of MEMA and upon request, but are typically not provided.
- Federal Grant Guidance: FEMA's HSGP Guidance may be found on its website here: <https://www.fema.gov/homeland-security-grant-program>

Hazardous Materials Emergency Preparedness (HMEP): these are U.S. DOT funds provided to MEMA each year. The HMEP grant provides funds to support local and regional EPCs with their hazardous materials planning and training activities, particularly those involving transportation.

- Eligible entities: Local/Regional Emergency Planning Committees (EPC) with current Massachusetts SERC-certification periods are eligible to receive these funds.
- Award Amounts: Currently, MEMA uses population (U.S. Census) and the EPCs SERC-certification 'level' to determine award amounts; current award amounts range from \$2,700 - \$4,700.
- Allowable Cost Categories: Funds may be used to support local and/or regional activities in the following 'cost categories': Hazardous Materials Transportation Planning; IT Equipment; Hazardous Materials Training; and Hazardous Materials Exercises.
- Application Period: Typically, MEMA begins the sub-grant application period in March.
- Period of Performance: While this varies, most sub-recipients have ten (10) months to complete their grant-funded projects. Brief extensions to this period of performance may be provided at the discretion of MEMA and upon request.
- Federal Grant Guidance: U.S. DOT's HMEP Guidance may be found on its website here: <https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-emergency-preparedness-hmep-grant>

Developing a Strategy on the Use of Grant Funds

Developing a strategic plan that helps a program identify: its mission and role within the community; its current capabilities; where it wants to improve; and how these improvements may be accomplished over the next two, five, or ten years does not need to be an intensive endeavor, and can help an organization to use grant funds that are available now and in the future.

Having a general understanding of when grants are available and how funds may be used can help inform your strategy. The information provided in the 'Grant Programs' section above (pgs 3-5) provides information on some of the MEMA grant programs.

Conducting an assessment of a community, agency, or entity is a good first step towards developing a strategy. Developing an understanding of risks from natural, technological, and human-caused threats and hazards allows an entity to make informed decisions on how to manage risk and develop needed capabilities. Assessments can be formal or informal - some ways to conduct an assessment would include:

- Review of the community's CEMP
- Review of recent emergency incidents and their response
- Review of an exercise After Action Report/Improvement Plan
- Review of resource requests your community made to MEMA and/or neighboring communities
- Review of the community's Hazard Mitigation Plan
- FEMA's Comprehensive Preparedness Guide (CPG) 201² provides guidance for communities on conducting a Threat and Hazard Identification and Risk Assessment (THIRA)
- FEMA's National Preparedness Goal³ has 32 Core Capabilities across 5 Mission Areas. These Core Capabilities may be reviewed as you conduct your assessment and develop your strategy. Not all Core Capabilities apply to every organization nor every grant program, and the FEMA Core Capabilities section below provides some guidance on how these may be viewed through a grant funding lens.

² FEMA's CPG 201 may be found on FEMA's website here: <https://www.fema.gov/media-library/assets/documents/26335>

³ FEMA's National Preparedness Goal may be found on FEMA's website here: <https://www.fema.gov/national-preparedness-goal>

In general, when developing a strategy, you want to:

- Review your organization's mission
- Identify goals and overall direction
- Prioritize goals (e.g., High, Medium, Low)
- Identify the persons/stakeholders that are necessary to accomplish each goal
- Identify the amount of funds that may be needed to accomplish each goal
- Determine the time period needed to meet each goal
- Identify potential challenges and ways to mitigate each
- Schedule an implementation plan

Your strategy will then provide you with a framework in which to review when grant funds become available.

FEMA Core Capabilities

To refine your strategy, the following highlights some FEMA Core Capabilities and provides examples of how grant funds may be used to achieve new capabilities and/or close identified gaps.

- Planning: EMPG, CCP, and SHSP grant funds may be used to develop (and exercise) emergency management plans.
- Public Information and Warning: EMPG and CCP funds may be used to purchase systems/items such as Reverse 911 or public address loudspeakers.
- Mass Care Services: EMPG and CCP funds may be used to purchase items to support an emergency shelter.
- Operational Coordination: EMPG and CCP funds may be used to attend a wide range of emergency management training courses.
- Situational Assessment: EMPG funds may be used to purchase a web-based tool like WebEOC.
- Infrastructure Systems: EMPG funds may be used to upgrade and/or renovate a community's principal EOC.
- Operational Communication: EMPG and CCP funds may be used to purchase interoperable radios.

Leveraging Grant Funds

Using (or ‘leveraging’) additional funds from other sources can help maximize returns of the grant dollars you receive. For example:

- **Use of Multiple Grant Awards Towards one Project**: a community that receives an HMEP grant award may use those funds to hire a contractor to develop and facilitate an exercise. The HMEP grant does not allow reimbursement of Backfill/Overtime for exercise participants; however, EMPG funds may be used towards this purpose.
- **Research other Grant Opportunities**: other state agencies provide grant funding, and some of those programs may support emergency management activities. All federal grant opportunities may be found on the Grants.gov website here: www.grants.gov
- **Free Resources**: resources such as informational/educational pamphlets are widely available for free. MEMA provides free training⁴ and FEMA’s Emergency Management Institute provides free on-line training⁵.
- **Research Vendors**: by researching a number of possible vendors, you can ensure competitive pricing.
- **Regional Projects**: communities may ‘pool’ their grant awards to allow for larger purchases that can benefit multiple communities. In addition, it may be helpful to know how your neighboring communities are using their grant funds – this can build or provide awareness of a shared capability.
- **Phased Projects**: pending the availability of grant funds, some communities have completed a large project over a period of time.

⁴ MEMA’s Training Registration System provides current course offerings and may be found on MEMA’s website here: <https://mematraining.chs.state.ma.us/TRS/home.do>

⁵ FEMA’s EMI provides course offerings on its website here: <https://training.fema.gov/is/crslist.aspx>

Applying to MEMA for Grant Funds

Pending the availability of federal grant funds, MEMA will provide a Notice of Funding Opportunity (NOFO) for each sub-grant program on its website: <https://www.mass.gov/learn-about-memas-emergency-management-grant-programs>

In general, you will find the following within each NOFO:

- Who may apply (the eligible entities)
- The application submission deadline
- Application submission instructions
- Grant briefing dates
- Anticipated award amounts
- Application Template
- Allowable cost categories
- Anticipated contract period of performance
- Items to submit to MEMA. This includes, but is not limited to:
 - Application Template (always required)
 - Signed, original Contractor Authorized Signatory Listing ('CASL', which is always required per the Massachusetts Office of the State Comptroller)
 - Sub-recipient Pre-Award Risk Assessment Questionnaire ('SPARQ', which is a federally required assessment; MEMA will state in each NOFO when this must be submitted)
 - Environmental and Historic Preservation Screening Memo ('EHP', required by FEMA for FEMA-funded (EMPG, CCP) projects that involve ground-disturbance or installation of items. For additional information please see the FEMA EHP section below (pgs 11-13)
 - Interoperable Communications Investment Proposal form ('ICIP', which is required for projects that have an interoperable communications component)
 - Indirect Cost rate (required for sub-recipients who will be using federal grant funds towards indirect costs)

It is important to carefully review the NOFO to ensure your application is submitted by the stated deadline, is complete, and clearly identifies how the federal grant funds will be used in an allowable and reasonable manner.

Applications that are not complete, unclear, or contain costs that are unallowable will cause a delay in approval (which will create a delay in contracting) or, in the case of a competitive grant program, may not be awarded funds.

Applications that are submitted after the stated deadline may not be accepted by MEMA.

MEMA Grant Briefings

To assist applicants in developing their applications, MEMA conducts grant briefing sessions (the locations and dates are typically identified within the respective NOFO). Applicants that attend grant briefings routinely develop better applications and receive contracts quicker.

Attendance at these sessions is optional, but strongly encouraged. It is recommended that program and fiscal points of contact attend these meetings.

These grant briefings are conducted to review the NOFO; highlight what is needed to submit a complete application; answer questions on allowable costs and activities; and provide technical assistance with proposed projects.

Developing Grant Applications

In general, the MEMA grant applications for the EMPG, CCP, and HMEP programs require a project narrative and related budget detail. The following is intended to provide general guidance on how to develop these sections - for the MEMA grant programs, specific guidance on developing grant applications are provided during formal Grant Briefings (see pg 10 for additional detail).

Proposal Narrative:

It is recommended to include as much detail as necessary to ensure all reviewers of your application can easily understand:

- what your organization is responsible for;
- the gap you are trying to fill and/or the capability you are proposing to achieve;
- how your proposal ties to the grant program, its allowable costs, and related federal/state goals and priorities;
- how you identified the need for this proposal;
- the anticipated outcomes of this proposal; and
- the length of time needed to complete the proposal.

Budget Detail:

The budget detail must align with the proposal narrative. This means that all proposed activities within the proposal must be identified within the budget detail. The proposal's anticipated timeframe must be reflected in the budget detail as well – this is especially important for activities that 'cross' the state fiscal year. While price quotes are typically not required (but may be for certain programs), quotes can help in developing a sound budget.

FEMA Environmental and Historic Preservation (EHP) Requirements

All federal homeland security grant funding must comply with federal Environmental Planning and Historic Preservation (EHP) laws, executive orders, and regulations.

HMEP sub-recipients

The U.S. DOT does not have an EHP review and approval process; however, proposed exercise areas and/or equipment installation sites must be reviewed to determine if it is an historic site or area. This may be done via the Massachusetts Historical Commission's MACRIS database, which may be found on the MHC's website here: <http://mhc-macris.net/>

Activities on historic sites or locations must be approved by the MHC prior to the activity. This may be done via a Project Notification Form. This form and directions on how to submit may be found on the MHC's website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

If applicable, please submit a copy of the Project Notification Form and approval to MEMA.

EMPG and CCP sub-recipients

FEMA has a formal EHP review process which is done through completion of an EHP Screening Form. The following activities would NOT require completion of an FEMA EHP Screening Form:

- Planning;
- Personnel;
- Management and Administration;
- Classroom-Based Training;
- Seminars, Workshops, Table-Top, and Functional Exercises; and
- **With the exception of sonar/radar devices**, mobile and portable equipment (no installation)

All other activities DO require completed FEMA EHP Screening Forms. These activities include:

- Physical Security Enhancements;
- Mobile equipment that involves radar/sonar technology;
- Installation of Generators;
- Field Training and Field Exercises;
- Modifications to or Renovations/Altering of Facilities;
- Construction;
- Communication Towers; Antenna Collocations; and
- Any Project that Directly or Indirectly Involves Ground-Disturbing Activity.

FEMA's EHP Screening Memo may be found on FEMA's website here (this form may be used for all FEMA grants): <https://www.fema.gov/media-library/assets/documents/90195>

To complete the FEMA EHP Screening Memo, you may use this document as a checklist to ensure all required information is provided.

- 1. Include as much detail as necessary to ensure someone not personally familiar with the project is able to conduct an EHP review.**
- 2. The FEMA EHP Screening Memo must be submitted - to MEMA - electronically in the 'fillable pdf' version. Per FEMA, no other versions (including scanned copies) will be accepted.**
3. In Section A ('Project Information') of the EHP form, respond to the following fields only (MEMA will complete the rest of the form):
 - a. Sub-Grantee;
 - b. Sub-Grantee POC;
 - c. Sub-Grantee email;
 - d. Estimated Cost of Project;
 - e. Project Title;
 - f. Project Location; and
 - g. Project Description.

4. A Project Description is required. This can be brief, but must be clear and comprehensive. FEMA needs to know:
 - a. what is being done, to include items to be installed **and** their size dimensions;
 - b. where it will be done (this must include the street address; related longitude and latitude; specific install location(s) as applicable); and
 - c. how it will be done, to include description and dimensions of anticipated disturbance to building structure and/or ground as applicable.
 - d. For sonar/radar devices, provide the frequency (in kHz) of the sonar. At a minimum, confirm/specify if the frequency is less than 200 kHz or more than 200 kHz.
 - e. For sonar/radar devices, provided the environment in which the item will be used (e.g., fresh water pond)
5. Provide **vendor specifications sheet(s)** and/or **vendor product brochures** for the item(s) to be procured/installed.
6. Digital, color photographs **must** accompany the EHP Screening Memo. In general, we need photos of:
 - a. the **specific** install site(s);
 - b. Ground-level photos of the specific project site;
 - c. If a building 45 years old or older is involved, ground-level photos of all four sides of the building exterior must be submitted. **This is needed regardless of whether exterior work is being done;**
 - d. Aerial photo of the project site. **This is needed regardless of whether exterior work is being done;**
 - e. Photos must adequately depict install site(s). Photos should be edited to include arrows and/or text to show install site(s);
 - f. Photos must adequately correspond to the Project Description section and be titled to identify location(s).
7. Complete Section B (1-7) of the form as applicable.
8. Complete Section C (1-7) of the form as applicable.

9. Communication tower projects (see Section C, #6) may need FCC registration. See the FCC website for additional information: <https://www.fcc.gov/general/wireless-telecommunications-bureau-systems-data-and-reports>
10. Section D ('Project Details') of the form **must** be completed as applicable.
11. Work done at or near a historical site may need separate and prior approval from the MA Historical Commission (MHC), which is done via a MHC Project Notification Form. Additional information may be found on the MHC website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

Contract Documents

After your application has been reviewed and approved, the following documents will be sent (via email) to sub-recipients for review and signature. MEMA recommends that the head of government/chief elected official review and sign these documents. In order for MEMA to process contracts, **signed, originals** must be returned.

- Contract: this document – once finalized (signed by the sub-recipient and MEMA) - identifies your grant award amount; the contract start date (date signed by MEMA); the contract end date; and the grant program ‘CFDA #’ (an example is found in Appendix A on pg 23). The contract must be signed by an “authorized signatory”, which is done via the CASL form.
- Federal Terms and Conditions: these documents identify the terms and conditions from the federal grantor (FEMA for the EMPG and CCP; U.S. DOT for the HMEP).
- MEMA PMO Special Conditions: this document identifies MEMA’s special terms, conditions, and reporting requirements for sub-recipients. Of particular emphasis are the following:
 - Any substantive adjustment to a sub-recipient’s scope of work or budget must be reviewed and approved by MEMA prior to expenditure
 - Internal Controls: per 2 CFR 200.303, sub-recipients must maintain and implement effective internal controls that provide reasonable assurance that federal funds are managed in compliance with all statutes, regulations, and terms and conditions.
 - Procurement (see MEMA’s Federal Procurement Guidance document⁶)
 - Acknowledgement in Published Materials: publications (e.g., written, visual, or sound) describing programs or projects funded in whole or in part with federal funds, must contain specific language referencing the federal grant program
 - Disposal and sale of equipment purchased via Federal Grant funds (see MEMA Disposal, Sale, and Trade-In of Equipment Purchased via Federal Grant Funds)
 - Equipment acquired with grant funds (see MEMA Equipment Inventory Policy and Equipment Inventory Spreadsheet)
- Statewide Interoperable Executive Committee (SIEC) Special Conditions: as applicable, these documents identify the SIEC terms and conditions for interoperable communications projects.

⁶ This document and MEMA’s other grant policies/forms may be found on MEMA’s website here: <https://www.mass.gov/learn-about-memas-emergency-management-grant-programs>

Contract Basics

Once MEMA has received all required documents and approvals, MEMA will sign the contract document and send a copy (via email) of the finalized contract to the sub-recipient. Once the contract has been finalized, you may begin your approved grant-funded projects.

- Contracts are developed based upon complete and approved applications
- Contracts have an identified start date (date signed by MEMA) and end date (see Appendix A as an example). This is known as the contract's period of performance.
- Goods and services may NOT be procured before the contract start date
- All goods and services MUST be received/completed by the contract end date
- As applicable, FEMA must approve EHP submissions prior to receiving a finalized contract.
- As applicable, SIEC approval must be received prior to receiving a finalized contract.
- Upon request to MEMA, contracts may be extended on a case-by-case basis. MEMA's practice is to send (multiple) reminders to sub-recipients about upcoming contract end dates. If a contract extension is needed, it is recommended to inform MEMA as soon as possible.

Requesting Revisions to your Approved Narrative, Budget, or Contract Period of Performance

Revision requests to your approved narrative, budget, or contract period of performance must be submitted in writing to MEMA for review and approval prior to moving forward on revised work. If a revision is needed, it is recommended to submit a request to MEMA as soon as possible.

MEMA may not reimburse for costs incurred if a revision request is submitted after a purchase.

Reimbursement Request, Match, and Close-Out

As this is a reimbursement-based grant program, sub-recipients will expend their own funds on approved purchases. It is recommended to work with your municipal Fiscal and/or Procurement staff when making purchases - they would develop/receive much of the required back-up documentation and can make the administrative portion of your job easier.

Reimbursement requests, related match back-up documentation (as applicable), the close-out report, and equipment inventory spreadsheets (as applicable) **are due no later than 1 month after your contract end date** (but may be submitted earlier).

These forms – with adequate back-up documentation – must be sent to your identified MEMA Grants Management Specialist (see pg 22 for contact information).

- a. For reimbursement requests, sub-recipients should review MEMA's Reimbursement Policy. Of particular emphasis, the policy identifies the required back-up documentation. Three key conditions sub-recipients should keep in mind regarding documentation are:
 - Allowable and Eligible: Vendor invoices, time sheets, contracts, or other documentation that detail the expense so MEMA may determine the cost is eligible and aligns with the approved application.
 - Cost Incurred: As MEMA grant programs are paid on a reimbursement basis, it must be clear that the sub-recipient has made payment for the requested reimbursement. Examples of documentation would include: Town warrants and/or a copy of the check from the Town to a vendor.
 - Dates of Service: all goods and services must be received and/or completed during your contract 'period of performance' (contract start date to contract end date). Goods and services may be paid for after your contract has ended.

When completing this form, only list the goods/services purchased using the federal grant funds (see Appendix B on pgs 24-25 as an example).

- b. For grant programs that require a match (e.g., EMPG), sub-recipients should review MEMA's Match Policy. Match documentation must be submitted with reimbursement requests. It is preferred that match expenditures occur during the contract period; sub-recipients must expend match within the approved federal grant period. In general, supporting documents are the same as you would submit for reimbursement. Some examples of match include:
 - For purchased items/services (which is one example of a cash match): match documentation could include invoices and proof of payment

- For volunteers (which is one example of an in-kind match): match documentation could include sign-in sheets that include name, date, activity, # of hours, and volunteer 'rate'. One resource to identify volunteer 'pay rates' may be found here: <http://independentsector.org/>
 - For salary (which is one example of a cash match): match documentation could include payroll reports that include name, dates, and amount paid.
 - If person(s) are '100% EM' (meaning a FT or PT EMD with no other duties) the proof of payment (e.g., pay advice(s) during the contract period) is needed for match documentation
 - If person(s) are NOT '100% EM' (meaning a FD Chief who is also the EMD) formally documented time for EM activities conducted during the contract period along with the proof of payment is needed for match documentation
 - Formally documented time could include an EM stipend which is accounted for separately, or tracked activities to include date and amount of time spent and supporting documentation (example: On 6/4/2016, I attended a 2-hour LEPC monthly meeting to plan for an upcoming exercise. Supporting documents for this example would be the meeting agenda, and the sign-in sheet or meeting minutes.)
 - **If you are paid for other duties in addition to your EMD duties, and if you do not track your EM-time and activities, we do not recommend using salary as a match**
- c. For equipment purchases, sub-recipients should review MEMA's Inventory Policy. As applicable, sub-recipients must (electronically) submit a completed Equipment Inventory Tracking Spreadsheet with their reimbursement request.

EMPG sub-recipients:

- For inventory purposes, equipment is defined as tangible items with a unit cost of **\$1,000** or greater with a useful life of more than one year, or is a controlled asset as defined above.
- All such equipment must, when practicable, be tagged with the following text: **"Purchased with funds provided by the U.S. Department of Homeland Security"**.

HMEP sub-recipients:

- For inventory purposes, equipment is defined as tangible items with a unit cost of **\$1,000** or greater with a useful life of more than one year, or is a controlled asset as defined above.
- All such equipment must, when practicable, be tagged with the following text: **"Purchased with funds provided by the U.S. Department of Transportation – PHMSA"**.

CCP sub-recipients:

- For inventory purposes, equipment is defined as tangible items with a unit cost of **\$500** or greater with a useful life of more than one year.
 - All such equipment must, when practicable, be tagged with the following text: **“Purchased with funds provided by the U.S. Department of Homeland Security.”**
- d. For close-out reports, sub-recipients should review MEMA’s Close-Out Report Policy. Via your required close-out report (which is part of MEMA’s Reimbursement Request, Match and Close-Out Form), we would like to hear success stories from sub-recipients.

Highlighting Grant-Funded Outcomes

Your close-out report is your opportunity to highlight grant-funded achievements. We want to hear your success stories by sharing how the grant funds are making a meaningful impact for your community and EM Department. Close-out reports provide ‘documentation’ that show why these funds are vital to continue support of this program.

Resources

- MEMA Website and Grants Page: All grant forms and guidance documents can be found on MEMA's website here: <https://www.mass.gov/learn-about-memas-emergency-management-grant-programs>
- 2 CFR 200: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- FEMA National Preparedness Goal: <https://www.fema.gov/national-preparedness-goal>
- FEMA Core Capabilities: <https://www.fema.gov/core-capabilities>
- FEMA Mission Areas: <https://www.fema.gov/mission-areas>

Contact Information

Carrie Clifford
Grants Management Specialist
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
508-820-1407
Carrie.Clifford@mass.gov

Jeff Timperi
Manager, Project Management Office
Massachusetts Emergency Management Agency
400 Worcester Road
Framingham, MA 01702
508-820-2019
Jeff.Timperi@mass.gov

MEMA Region I:

365 East Street
Tewksbury, MA 01876
978-328-1500
Regional Manager: Mike Main

MEMA Region II:

12 Administration Road
Bridgewater, MA 02324
508-427-0400
Regional Manager: James Mannion

MEMA Region III-IV:

1002 Suffield Street
Agawam, MA 01001
413-750-1400
Regional Manager: Bonnie Roy

Appendix A: Contract Example identifying contract award amount; contract brief description section; contract start date; and contract end date.

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Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or **new** Total if Contract is being amended). **\$5,400.00**

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)

Funding for this grant is provided via a Federal Fiscal Year 2017 (FFY17) Emergency Management Performance Grant (EMPG), CFDA #97.042 and has a required dollar for dollar match. Subrecipient will perform activities as stated in their approved 2017 EMPG application and in accordance with U.S DHS/FEMA Terms and Conditions, MEMA-PMO Special Terms and Conditions.

3. were incurred as of _____, 20____, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2018**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the “Effective Date” of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached [Contractor Certifications](#) (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable [Commonwealth Terms and Conditions](#), this Standard Contract Form including the [Instructions and Contractor Certifications](#), the Request for Response (RFR) or other solicitation, the Contractor’s Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor’s Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

Print Title: _____

Print Title:

Description of Grant Activity (Portable Radio, Reverse 911 Service, etc.)	Date(s) of Activity	EMPG/CCP AEL Reference # (if applicable)	Quantity and Unit Cost (if applicable)	Reimbursement Amount
Portable Generator	February 7, 2018		1 at \$1,250	\$1,250.00
Reverse 911 monthly service	January 1, 2018-June 30, 2018		\$400 per month for 6 months	\$2,400
EOC Monitor	March 3, 2018		1 at \$1,750	\$1,750.00
Total Reimbursement Request:				\$5,400.00

1. For grants requiring a match, complete the table below to document the match amount met at this time of reimbursement.

Date(s) Match Made	Item or Service for In-Kind; Funding Source for Cash Match	Individual(s) (for in-kind as applicable)	Purpose	Cost/Value for In-Kind; Cash Amount for Cash Match
1/1/18-12/31/18	EMD Stipend		Payment to EMD for conduct of EM services	\$3,000.00
7/1/18-12/31/18	Reverse 911 monthly service		\$400 per month for 6 months	\$2,400
TOTAL =				\$5,400.00

2. For final reimbursement requests, please provide:

a) A brief summary of how these expenditures positively impacted your program:

Portable Generator: this generator increases our capability to supply emergency power to our EOC and local emergency shelters

Reverse 911: the EMPG funds are used to supplement Town funds in order to provide this communication service to all residents in the Town

EOC Monitor: this monitor enhances the EOC's capability to conduct trainings and exercises and to monitor WebEOC and other media during activations

b) All sub-recipients are required to maintain an electronic inventory of equipment purchased via grant funds. Please review MEMA's Inventory Tracking Guidance for a definition of equipment and the information that must be tracked. Please submit your electronic equipment inventory (as applicable) with your final reimbursement request.

Appendix C: Equipment Inventory Example

Grantee	Grant Federal Fiscal Year	Grant Program	Cost	Percentage of Federal Funds Used (if other funds used to procure equipment); if 100% Federal Funds, enter 100%	Description of Equipment	Vendor (Source of Item)	Serial Number	Title Holder	Acquisition Date	Property ID Number (internal, sub-recipient produced, tracking number)	Location of Equipment	Condition of Equipment (Click on upper corner of this cell for direction)	Use of Equipment	Disposition Date	Disposition Method/Details	Transfer Information	Contact Name at Location Site	Contact Telephone Number at Location Site
Town Name	FFY 2017	EMPG	\$1,250	100%	Portable Generator	ABC Company	12345	Town Name	2/7/2018	6789	Town EMA Street Name	1; Excellent	To provide back-up power	N/A	N/A	N/A	John Doe	508.820.2000
Town Name	FFY 2017	EMPG	\$1,750	100%	EOC Monitor	123 Company	45678	Town Name	3/3/2018	12345	Town EMA Street Name	1; Excellent	Audio-Visual Equipment	N/A	N/A	N/A	John Doe	508.820.2000